



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, OCTOBER 1st, 2008**

1. The meeting was called to order at 5:09 p.m.

2. **ROLL CALL:** Board Members Avonnet Peeler, Linda McHugh, and Peter Horikoshi

ABSENT: Board President Michael Rich, Member Roberto Rocha and Executive Secretary Karen Willis

STAFF PRESENT: Jill Kovacs, Senior Management Analyst, Emily Hung, Administrative Management Analyst and Stacey Meier, Administrative Technician I, Human Resources

OTHERS IN ATTENDANCE: Alan Elnick and Linda Justus

3. **MINUTES:** The minutes of the regular meeting of July 2, 2008 were presented for Board approval. Member McHugh inquired as to what the status of the Ordinance going to City Council was. Jill Kovacs explained that Council agendas are extremely full lately and that the date keeps getting pushed back. Member Peeler asked whether or not the RFP for leasing out the golf course was done. Jill Kovacs stated that the City has received some proposals and has gotten some interest. Alan Elnick stated that consideration for proposals at the October 7th City Council Meeting has been removed.

Member McHugh moved to accept, Member Horikoshi seconded, and the motion carried by a 3-0 vote.

4. **CONSENT CALENDAR:**

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF JULY, AUGUST, SEPTEMBER 2008.

4A. ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
Development Manager (Housing)	8/27/2008	208-23
Journey Lineworker	7/15/2008	208-051
Line Working Supervisor	6/17/2008	208-15
Plans Examiner/Plan Check Engineer	9/22/2008	208-24
Public Safety Dispatcher (Entry)	9/4/2008	208-18
Public Works Superintendent	8/21/2008	208-16
Traffic Signal Maintenance Tech	7/30/2008	207-67

4B. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Division Chief	10/3/2007	207-16PR
Fire Captain	5/2/2008	208-09PR
Fleet Mechanic	5/4/2007	207-15
Intermediate Clerk	10/23/2007	207-50
Junior Engineer	2/12/2008	207-68
Maintenance Worker I	7/25/2007	207-26

Police Lieutenant	9/5/2007	207-51PR
Police Officer (Academy Grad/Attendee)	2/2/2008	207-06
Jamie Bolin		
Police Officer (Lateral)	2/2/2008	208-07
Eric Stegman		
Jeffrey Ung		
Police Officer (Recruit)	3/5/2007	206-76
Police Officer (Recruit)	2/2/2008	208-08
Program Specialist I/II	1/25/2007	206-63
(Integrated Waste Mgmt Program)		
PW Maintenance Team Leader	2/7/2008	207-69

**4C. ELIGIBLE LIST EXPIRED/CANCELLED/
EXHAUSTED**

DATE ESTABLISHED

EXAM NO.

Administrative Management Analyst	10/9/2007	207-47
Combination Building Inspector	8/22/2007	207-42
Customer Service Representative	7/20/2006	206-09
Fire Apparatus Operator	9/20/2006	206-08PR
Fire/Building Code Compliance Officer	3/12/2007	207-17
Housing Authority Maintenance Team Leader	12/17/2007	207-73PR
Permit Technician I	6/26/2008	208-17PR
Planner I	7/18/2006	206-38
Police Officer (Attendee/Graduate)	9/15/2007	207-52
Police Officer (Lateral)	11/10/2007	207-53
Program Specialist II (Clean Water Program)	11/2/2006	206-48
Public Works Supervisor	2/11/2008	207-70

Member Horikoshi moved to accept the consent calendar, Member McHugh seconded, and the motion carried by a 3-0 vote.

5. REGULAR AGENDA ITEMS

5-A Activity Report - Period of June 1, 2008 – August 31, 2008

Board Member Horikoshi asked what the City's outlook is with regard to the State budget situation. Jill Kovacs stated that sales tax revenue will decrease due to the closing of Goode Chevrolet and that things are bleak.

5-B Reclassification from Combination Building Inspector to Senior Combination Building Inspector

Board Member McHugh asked what the history behind the reclassification is. Jill Kovacs stated that the employee in the Planning and Building department has been acting as a Senior Combination Building Inspector since July of 2006. Member Horikoshi asked if there are any other Combination Building Inspectors who might be interested in the position. Jill Kovacs stated that there is only one individual who meets the qualifications and has the certifications that are required. Member Horikoshi asked if the City ever rotates acting assignments if there is more than one qualified individual. Jill Kovacs stated that some departments such as the Police Department will occasionally rotate assignments. In this situation, however, there is only one person qualified. Member McHugh asked why people are in acting roles for such a long period of time. Jill Kovacs stated that sometimes it fills an immediate need and the department doesn't want to make a permanent change until they know for certain if it is necessary. She also stated that sometimes it takes a while for a position upgrade or new position to be approved, which is often through the budget process.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

Alan Elnick, Business Representative, Operating Engineers Local No. 3 stated that ACEA has been in discussions with the City regarding the leasing of the Golf Course and its effects on ACEA members. He stated that the City's plan was to displace golf course employees and replace, by seniority, people in the Parks Department. He explained that there is a difference between golf course maintenance workers and parks maintenance workers and asked how golf workers are going to replace people in other job titles. He also shared that some employees have already been told they would be losing their jobs. He went on to question how the City determines who has seniority over who. Member Peeler stated that the Civil Service Board does not know what is happening at the Golf Course and that they will not know until a final decision has been made.

Jill Kovacs stated that managers have met with employees to give them a heads up as to what could happen and that no official notice has gone out. Alan Elnick stated that the seniority structure has been shared with employees. He also stated that he does not understand who bumping rights apply to and how or why there is only one seniority list for three job titles. Jill Kovacs stated that all of the working titles fall under classification code 5260 Golf and Park Maintenance Worker and that is the commonality between them. She further explained that all of these employees were hired into and paid according to class 5260 Golf and Park Maintenance Worker as established consistently over the years by Council on the ACEA Salary Schedule.

Linda Justus, ACEA President, stated that when a recruitment is done for a parks maintenance worker the flyer specifically states parks, and when a recruitment is done for golf the flyer says golf. She stated that each recruitment that is done forms a separate eligible list and depending on the department, people are hired from separate lists. She stated that she does not understand how someone can have bumping rights when they are not hired for the same duties.

Board Member Horikoshi stated that it is not the role of the Civil Service Board to get involved in negotiations. He stated that they would have staff report on what happens in negotiations. Alan Elnick stated that it is a Civil Service issue and that it may be brought back to the Board eventually.

Member Peeler stated that the Board needs to see a report on the issues, i.e. seniority, bumping rights, job titles and when they were lumped together, as well as chronology, etc. She also suggested that since there was not another Civil Service Board Meeting soon, a special meeting should be scheduled.

Member Horikoshi asked why a person would be hired to maintain the Golf Course and not the parks and how they plan to execute seniority. Member Peeler stated that the displacement of one or the other may not be appropriate. Jill Kovacs explained that the minimum qualifications are the same for all of the titles, and they are certified as to possessing the minimum qualifications for the job. Linda Justus stated that she recalled a similar situation where an administrative position was posted for three different departments and then three different lists were certified.

Member Peeler asked how soon the Civil Board can expect to see a report. Jill Kovacs stated that she is unsure. Member McHugh stated that she would like to see an example of how the City handled a similar situation. Alan Elnick stated that a legal process is already underway and that ACEA may need to involve the Board. He suggested that staff advise the Board what classes will be affected.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Board Member Horikoshi stated that he received the letter regarding ethics training and that he would complete it online as soon as possible.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Jill Kovacs stated that staff will provide the Board with communication regarding the golf issue this week and that the City Attorney has been involved.

9. There being no further business to come before the Board, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board